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HANDLING OF MANUSCRIPTS AND PROOFS

(In the Bureau of Agricultural Economics.)

Preparation of Manuscripts:

Before beginning work on the actual preparation of a manuscript the author should make a fairly complete outline of the proposed manuscript showing its scope and character. This outline should be discussed and approved by the Division Leader and by the Director of Information, who will secure approval of the Chief of the Bureau and outline the relation of the manuscript to others that may be projected. The semi-annual list of proposed manuscripts should not be relied upon as evidence of secured approval. The author should determine as accurately as possible the series in which his material can be published most appropriately. The following vehicles of publication can be considered.

(a) Department Bulletin Series.

(b) Farmers' Bulletin Series.

(c) Department Circular Series.

(d) Miscellaneous Circular Series.

(e) Statistical Bulletin Series.

(f) Service and Regulatory Announcements of the Bureau.

The nature of the material and its purpose will determine largely the series in which it will be published. This decision should then influence the style of presentation.

Style of Manuscripts: In preparing manuscript for publication, care should be taken with form and style as well as with subject matter. The more scientific the subject, the more dignified should be the style and language. Bulletins in the regular department series should be in accepted, permanent form. Farmers' Bulletins should be concise, clear, simple, and limited to 32 printed pages.

Whenever practicable, Department publications should be comprehensive. Such bulletins are not only less expensive in the end, but are more popular with the public. Authors should avoid devoting an entire bulletin to the treatment of a restricted phase of a subject, unless it is a clear cut problem. Considerations of mailing lists and labor should be subordinated to the comprehensive treatment of a subject and economical use of the printing fund.

Improvement of publications coincident with economy can be effected by treating subjects as concisely as practicable. Material

presented in a brief form receives more attention than that presented at great length. Considerable reduction in length can often be made without detriment to the treatise and with good results. Farmers' Bulletins should be limited to 16 pages whenever practicable.

Form of Manuscripts: The copy of manuscript transmitted to the Bulletin Editor of the bureau must be in typewritten form, double spaced, on white paper, medium or heavy, with wide margins, and with but few penciled changes. In preparing this copy, the heading of the proposed publication should appear exactly as it will when printed, blanks being left for dates. When each sheet is reasonably full, a new paragraph should be begun upon the next sheet. In other words, each sheet should end with the end of a paragraph. The printer's copy must be compared before being sent to the Bulletin Editor. It should represent the finished work of the author, and must bear the final approval of his division leader and of other members of the staff of the bureau whose work it touches, expressed by initials or otherwise, on the transmittal sheet. An exact carbon copy must be supplied, and a second true carbon will aid in expediting it.

Illustrations: When illustrations are used, each must be mounted on a separate sheet of paper by slipping the corners in slits, not by pasting; they must be numbered consecutively as figures, and each must bear a concise, typewritten legend. With photographs, the legend is always placed beneath the picture, preceded by figure number. With charts, a title line is placed above the picture and the numbered legend below should bring out the important points shown in the chart. In every case some reference must be made to the illustration at the proper point in the text; as "(See fig. 1)." Charts, diagrams and maps are considered as illustrations. It is usual to illustrate Farmers' Bulletins, but only such illustrations should be used as will make the text more clear. No plates are used in Farmers' Bulletins. Before any considerable hand work is done on illustrations, charts, or diagrams, the head of the Division of Information should be consulted, and no finished graphic work should be undertaken, for publications, until he has approved the work.

Tables must be on separate sheets paged consecutively with the text, must bear consecutive arabic numbers on the same line with the heading, and each must have a heading as concise as is compatible with clearness. All figures in manuscript and proof must be rechecked carefully by the author, as he must assume responsibility for their accuracy. All photographs, diagrams, and charts should be referred to as "Figures," and all tabulations as "Tables." Tables in an appendix form a separate series and are numbered by the use of Roman figures.

Footnotes are to be numbered consecutively throughout the manuscript and bulletin, except in case of tables. Footnotes should be used sparingly and should be short. In the manuscript they should be inserted immediately after the symbol, set off with lines, as: /1

/1 Footnote: Make all footnotes as short as possible.

Text may then be resumed on line below footnote. Footnotes for each table are numbered consecutively, the footnotes for each table constituting a separate series.

Accessories to manuscripts: In the case of any complete publication, the manuscript must be accompanied by the following items, each on a separate sheet:

(1) Transmittal sheet, on blank form supplied for the purpose, signed by the division leader and the author, and showing by whom the manuscript has been reviewed.

(2) Outline in topic form of the paper as a whole for the use of the Bulletin Editor in reviewing and the Office of Publications in marking for type. This outline should show the proper coordination and subordination of headings and discussions.

(3) Duplicate check list of numbered legends of illustrations on separate sheets.

(4) Distribution scheme in duplicate, on blank form supplied for the purpose, showing mailing lists to which the finished publication is to be sent and total size of edition. This statement should be made after consultation with the Division of Information and must include the names of the lists to be used and the number of addresses in each list.

(5) A memorandum addressed to Chief of Bureau, covering the following points, to comply with Secretary's Mem. 363: (a) Authority under which work reported in the manuscript was done, (b) Purpose of the publication, (c) Need for it, (d) Information contained heretofore un-published, (e) Present availability of information on the subject, (f) Its timeliness, (g) Suggested distribution of the publication, (h) Whether reprints are likely.

In the Division of Information the manuscript will be read for policy and adequacy of treatment and with a view to shaping both the

form of the manuscript and the style to the standards set by Department usage. The Bulletin Editor will bring to the attention of the author any change about which there may be doubt. The author should review the changes made to save necessity for such changes in future and to make sure that they have not altered his meaning. If any alterations or insertions are made by the author, after editing, the Bulletin Editor's attention must be called to them.

Transmittal of Manuscripts:

The final, edited copy will be referred to the Chief of Bureau by the Division of Information. Unless unusual circumstances arise, the only reading of manuscript by the Chief should occur at this time. When it is approved by the Chief, the manuscript is submitted by him to the Office of Publications, through the Division of Information.

Under no circumstances should any manuscript or proof be transmitted except through the Division of Information, which Division will keep a record of all such manuscripts and of their subsequent proof forms. All requests for haste or special work on bulletins should be made through the Bulletin Editor and not directly to the Office of Publications or other authority.

Handling of Proofs:

All proofs of Bureau publications received by the Office of Publications are sent at once to the Bulletin Editor for recording. The "R" proof is held and a second copy is transmitted to the author. The author, or someone designated by him, must be responsible for the actual and literal comparison of the galley proof with the manuscript, and of the page proof with the galley proof. He must initial the proof and its note of transmittal which is returned to the Bureau Editorial Office. The author is held responsible for the accuracy of all details.

Under present conditions of economy, changes in proof are held to the minimum. Only corrections of actual errors should be made in the page proof. All proof must be returned through the Bulletin Editor, who will review it, transfer the corrections, record and transmit the corrected "R" proof. Blank forms are available for the purpose.

ALL MANUSCRIPTS AND PROOFS SHOULD RECEIVE PROMPT ATTENTION.

Manuscripts for Review:

Manuscripts and proofs, whether prepared within the bureau or without, when sent to any member of the staff for review, should receive prompt attention. Any comments or criticisms should be made on a

separate sheet plainly headed for identification. Comments of an editorial nature should be omitted. Citation should be specific, as "Page 2, paragraph 2." Comments should be concise, definite, constructive, and should be typewritten in such form that they may be transmitted to the author as they stand. The reviewer, however, should transmit them, in duplicate, to the Chief of Bureau by a brief separate note, the transmission to be made through the Bureau Editorial Office.

Manuscripts for Outside Publication:

All articles for outside publication must be approved by the Chief of the Bureau, through the Division of Information. (See Regulations of the U. S. Department of Agriculture, Sec. 604). The ribbon copy of the manuscript must be submitted. The copy is returned to the author with any corrections that may be made, accompanied by the permit sheet duly signed. The approval sheet should be sent by the author to the bureau files, attached to a carbon copy of the article and any correspondence relating to it.

When manuscripts for outside publication are submitted, a statement must be attached showing the author's name and designation, whether the article is to be signed when printed, name of journal that will probably publish it, whether the journal requested the article, and whether compensation will be received. If compensation is expected statement must be made that work was done outside of office hours. A reasonable time must be allowed for approval. Authors cannot expect to have all such reviewing done at once.

When the articles finally appear in print the author should notify the Bulletin Editor, giving exact title as finally printed and exact citation, and if the Department library service does not own the magazine a copy must be filed.

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OF THE WORK OF THE BUREAU.
THEY WILL BE USED AND JUDGED THE COUNTRY OVER
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